## Here are just a few links to get you started on that internet job search:

- Utah Dept. of Workforce Services
  jobs.utah.gov

- Other State Job Banks
  www.ajb.org

- Federal Government Jobs
  jobs.utah.gov/jobs/fedjobs.asp

- State Government Jobs
  statejobs.utah.gov

- Career Builder
  www.careerbuilder.com

- Hot Jobs (Yahoo)
  hotjobs.yahoo.com

- Monster
  monster.com

- Job Central
  www.directemployers.com

- Employment Guide
  www.employmentguide.com

- Care Givers Job Clearing House
  www.carecareers.net

- Get a Job
  www.getajob.com

- Job Hunt
  www.job-hunt.org

- Salt Lake City Help Wanted
  www.saltlakecityhelpwanted.com/home/89.htm

- Southern Utah Help Wanted
  southernutahhelpwanted.com/home/15.htm
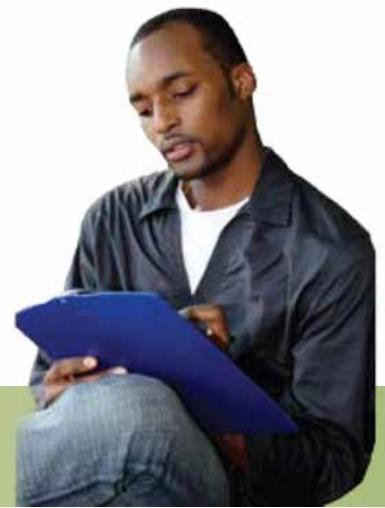
Applications

Job applications are an important part of the hiring process because they lead to an interview. The application provides you an opportunity to show the employer why he should hire you and gives a first impression of you. Employers use applications to gather information about prospective employees, to rank them, and determine who will get an interview.

It is a good idea to gather all of the information you need for a job application in advance. This usually includes your employment history, education and training information, and references. It will make it easier to fill out paper and electronic applications if you already have information such as names, addresses, and telephone numbers of past employers.

Important tips:

- Always read through the application instructions carefully and follow them exactly. Make sure you don't miss any of the questions or answer them incorrectly.

- Always fill out the entire application so the employer knows you have read every question. Put an n/a in spaces that are "not applicable" to you. Some employers will remove applications that are not completely filled out during the first round of ranking.

- Make sure your information is accurate and perfect. There should be no misspellings or inaccurate phone numbers. This document should be neat and professional when you submit it.

- Write complete sentences and use the "key words" from the job description that is posted. This will be particularly helpful if the employer does a "key word" search to rank applicants.

- Never, ever lie.

- Use a black pen.

- Make sure you list the job you are applying for, do not write "any position."

- If the application asks for your salary requirements write "open" or "negotiable." The most beneficial time for you to discuss salary is when the employer offers you the job.

- Try to avoid writing words like "fired" or "quit" when asked reasons for leaving your past job. Try to sound positive using phrases such as "looking for more responsibility."

- If you have past criminal convictions, be honest. Employers can easily check this information. You may want to write "will discuss during interview" or type a brief explanation outlining what you learned from the experience.

You may be required to submit a cover letter, resume and application for a job. Many companies are using on-line applications that you will fill out directly on the web.

Whether you are filling out a paper form or an on-line application, make sure it is perfect and follow the instructions carefully! ◎